



EDINA BUILDING SAFETY POLICY/INFORMATION ₁			
Residential Building Permit Submittal Requirements		MSBC 1300.0130, Subp 2	
subject		code reference	
Inspections Department		approval <i>Andrew A. Richardson</i>	
department		approval	
SP-004-B ₂	3 on 1/19/12	7/1/2000	1 of 1
policy number	revision number	effective date	page number
1. All Building Safety sheets adopted by Fire Department and Inspections Department.			
2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			



Purpose: Provide information on required plans and other data required to be submitted to obtain a residential building permit.

Scope: All structures for which a building permit is required.

1. Completed Building Permit Application. Application information must be complete (including owner information and phone number) and typed or legibly printed.
2. Two sets of complete plans and specs. Including:
 - 2.1. Floor plans. Show floor plans of existing structure for proposed additions. Plans must be to scale, dimensioned and not smaller than 1/4" = 1'-0".
 - 2.2. Dimensioned exterior elevations for additions or exterior alterations. Dimensions shall include National Geodetic Vertical Datum of 1929 (NGVD-1929) of all floor elevations, the mid-point of the highest roof and the peaks of all roofs.
 - 2.3. Typical wall section. Multiple typical wall section plans may be required to illustrate structural details.
 - 2.4. Structural details including size, spacing and orientation of framing members, columns, beams and headers.
 - 2.5. Smoke detector and carbon monoxide locations.
3. Two full-size copies of a survey complying with City Survey/Site Plan Requirements (SP-005-B). Does not apply to interior remodeling. Including tree ordinance No 2014-25
4. Provide details on plans showing compliance with the Residential Energy Code. Submission on REScheck forms is an acceptable alternate. Required when increasing conditioned space. A City of Edina Energy Code Compliance Certificate similar to N1101.8 shall be posted in a permanent, visible location in the structure prior to final City permit approval.
5. Two copies of Residential Ventilation Worksheet. Submit in City of Edina or Department of Commerce format. Required only for new homes.
6. Evidence of plat approval from Planning/Zoning Department required for newly platted lots.
7. Evidence of variance approval from Planning/Zoning Department if applicable.
8. Heritage Landmark Properties require a Certificate of Appropriateness prior to issuance of a building permit. Contact the Planning Department at 952 826 0369 for details
9. Proof of contractor licensure or State licensing exemption.
10. Proof of contractor lead certification when working on pre-1973 structures.